



 045 932 8125

 1, Seller Street, Maclear, 5480

 045 9321 094

 [kwaneles@elundini.gov.a](mailto:kwaneles@elundini.gov.a)

Dear Sir / Madam

## REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation as detailed below.

The quotation must be deposited in the tender box situated in 1 Seller Street Maclear, Finance Department, Cashier Reception area before 12h00 on the 08 November 2018. For queries please email to at [kwaneles@elundini.gov.za](mailto:kwaneles@elundini.gov.za) or faxed to 086 216 8784

For Technical Queries: Ms S Marada

Tel: 045 932 8168

For Supply Chain Queries: Mr K Sobekwa –SCM

Tel: 045 932 8174

## RE-ADVERT FOR REVIEWING OF A TOURISM SECTOR PLAN: ELM-6/005/2018-2019

Only those tenderers who satisfy the following eligibility criteria and who provide the required evidence in their tender submission are eligible to submit tenders and have their tenders evaluated:

### 1. Tender offers will only be accepted if:

- 1) the tenderer is registered on the Central Supplier Database (CSD) for the South African government (see <https://secure.csd.gov.za/> ) unless it is a foreign supplier with no local registered entity.
- 2) the tenderer provides written proof from SARS that the tenderer either has no Tax obligations or has made arrangements to meet outstanding Tax obligations,
- 3) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in
- 4) the financial offer is market related (See Regulation 6 (9) and section 7 (9) of the 8(9) OF Preferential Procurement Regulation 2017.
- 5) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- 6) the tenderer has not:
  - i) abused the Employer's Supply Chain Management System; or
  - ii) failed to perform on any previous contract and has been given a written notice to this effect; and
  - iii) the tenderer has completed the Compulsory Declaration and there are no conflicts of interest Which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process.
- 7) the statement of municipal account that is not older than three months or Lease Agreement OR Affidavit from SAPS stating that the bidder is not obliged to pay municipal rates with a letter from a ward councillor is submitted with the tender document.
- 8) the price(s) quoted are valid for at least thirty (30) days from date of your offer.
- 9) the price(s) quoted are firm and are inclusive of VAT where applicable.
- 10) the Joint Venture has attached the following :
  - a) J V agreement,
  - b) original or certified copy of consolidated BBBEE certificate, and
  - c) letter of signatory.

**2. The tenderer is required to submit with his tender the following certificates:**

- 1) Proof of registration with Central Supplier Database must be attached.
- 2) Tax Compliance status documents with PIN from SARS must be attached
- 3) Proof of B-BBEE status level of contributor in the form of an appropriate original or certified completed affidavit downloaded from [www.thedti.gov.za/economic\\_empowerment/bee\\_codes.jsp](http://www.thedti.gov.za/economic_empowerment/bee_codes.jsp) or an original or certified copy of a valid verification certificate from a verification agency accredited by SANAS and IRBA recognized as an Accredited B-BBEE Verification Agencies ([www.sanas.co.za/afdirectory/bbbee\\_list.php](http://www.sanas.co.za/afdirectory/bbbee_list.php)) or accounting officers as contemplated in the CCA or registered auditors .

**3. Returnable schedules required for tender evaluation processes**

MBD 1: Invitation to bid

MBD 4: Declaration of Interest form

MBD 6.1: Preference Points Claim Form In Terms Of the Preferential procurement Regulations 2017

MBD 8: Declaration of Bidder's Past Supply Chain Management Practices

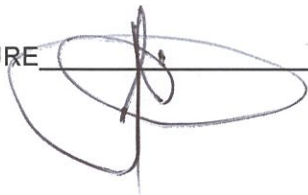
MBD 9: Certificate of Independent Bid Determination

**NB: No quotations will be considered from persons in the service of the state**

**BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:**

- 1) The Elundini Local Municipality Supply Chain Management Policy will apply;
- 2) The Elundini Local Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid;
- 3) Bids which are late, incomplete, unsigned, faxed or sent electronically will not be accepted;
- 4) Bids submitted are to hold good for a period of 30 days;
- 5) Bidders will be required to register as a supplier/service provider on the ELM's Supplier/Service Provider Database, if not already registered
- 6) The latest General Conditions of Contract and any Special Conditions of Contract will apply.
- 7) Failure to comply with these conditions may invalidate your offer.
- 8) Upon submission of a bid/quote the bidder automatically grants confirmation that SARS may, on ongoing basis during the contract term the bidder's tax compliance status to the municipality.
- 9) General Conditions of Contract 2010 will apply in this Request for Quotation
- 10) By mere submission of the bid , the bidder automatically consent to deliver within 14 days of issue of an order unless a declaration for variance in this regard has been submitted to the municipality on the day of issue of an order.
- 11) National Treasury circular no. 9 of 2017/18 Price shall apply.

SIGNATURE \_\_\_\_\_



DATE \_\_\_\_\_

31/10/2018

TERMS OF REFERENCE FOR

Background

The purpose is to develop an effective, practical, feasible and implementable tourism development plan for use by the Elundini Municipality that is unique and tailored for the rural tourism industry. The primary goal is to:

- To consult and work closely with tourism stakeholders, and community organizations
- To ensure all stakeholder’s needs, industry gaps, and feasible opportunities are accurately identified and described.
- To provide up to date market information and marketing plan
- To connect the plan with current and projected tourism trends applicable to this region.
- To design a comprehensive guide for future development of the Elundini tourism industry.
- To design a mechanism to bring Elundini Tourism role players together to develop tourism related opportunities.

Scope of work/ deliverables

The tourism plan’s final product shall include, but not necessarily be limited to, the following

- Industry and current product description and assessment
- Community engagements
- Business and partnership development
- Visitor experience analyses
- Conceptual design for branding and advertising
- Marketing and communication plan
- Updating accommodation and attractions in the area
- SWOT analyses
- Linkage with other institutional strategies.

FUNCTIONALITY

Bids that scores less than 70 (seventy) points out of 100 (one hundred) points in respect of the following pre-evaluation eligibility criteria, will be regarded as non-responsive

<b>Team Experience</b>	<b>40</b>
<b>Project Leader has professional profile.</b> List of competent relevant suitable qualified team members with their respective Curriculum Vitae competent for the proposed tender. Capacity and experience of the proposed team. <ul style="list-style-type: none"> <li>• <b>Outstanding profile</b> – 6 and more years of relevant work experience in the field of Economic Development/Tourism</li> <li>• <b>Extensive profile</b> – 3 to 5 years of relevant work experience in the field of Economic Development/Tourism</li> <li>• <b>Reasonable profile</b> - 2 years of relevant work experience in the field of Economic</li> </ul>	   20 15 10

<p>Development/Tourism</p> <ul style="list-style-type: none"> <li>• <b>Poor profile</b> – 0 to 1 year of relevant work experience in the field of Economic Development/Tourism</li> </ul> <p><b>Project Leader has outstanding qualifications.</b></p> <ul style="list-style-type: none"> <li>• <b>Outstanding Qualifications</b> – Post Graduate Degree in Economics/Community Development Studies/Tourism Development</li> <li>• <b>Extensive Qualifications</b> – Degree in Economics / Community Development Studies/Tourism Development</li> <li>• <b>Reasonable qualifications</b> – Three year National Diploma in Economics/Community Development Studies/Tourism Development</li> </ul>	<p>0</p> <p>20</p> <p>15</p> <p>10</p>	
<p><b>Approach Paper</b></p>	<p><b>30</b></p>	
	<p>The approach paper must respond to the scope of work, the nature of the contract, the required resources and outline the proposed approach /methodology including that relating to the programming and management of key processes. The approach paper as such needs to:</p> <ul style="list-style-type: none"> <li>• Outline the proposed methodology and systems which will be employed.</li> <li>• Articulate what value add the tenderer will provide in achieving the stated and implied objectives for the project including the secondary (developmental) objectives.</li> </ul> <p>The tenderer should as such explain his / her understanding of the objectives of the project, highlight the issues of importance and explain the strategic approach they would adopt to address them. The approach paper should explain the methodologies which are to be adopted, demonstrate the compatibility of those methodologies with the proposed approach. The approach should also include a high level quality plan which outlines processes, procedures and associated resources, applied by whom and when, to meet the requirements and indicate how risks will be managed and what contribution can be made regarding value management.</p> <p>The approach paper will be evaluated in relation to the scope of work from the approach to delivering projects. The approach paper should not be longer than 05 pages. The scoring of the approach paper will be as follows:</p> <ul style="list-style-type: none"> <li>• The technical approach and / or methodology is poor / is unlikely to satisfy project objectives or requirements. The tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project.</li> <li>• The approach is generic and not tailored to address the specific project objectives and methodology. The approach does not adequately deal with the critical characteristics of the project.</li> <li>• The approach is specifically tailored to address the specific project objectives and methodology and is sufficiently flexible to accommodate changes that may occur during execution.</li> <li>• Besides meeting the “good” rating, the important issues are approached in an innovative and efficient way, indicating that the tenderer has outstanding knowledge of state-of-the- art approaches. The approach paper details ways to improve the project outcomes and the quality of the outputs / outcomes.</li> </ul>	<p>0</p> <p>10</p> <p>20</p> <p>30</p>

**EVALUATION CRITERIA**

The 80/ 20 preferential procurement point system will be applied as the project is estimated to be more than R30, 000.00

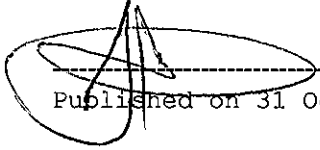
Price - 80 points  
B-BEE status level of Contribution - 20 points

**BBBEE Points Breakdown:**

LEVEL	POINTS AWARDED
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant	0

**DELIVERY ADDRESS:**

Elundini Local Municipality  
No.1 Seller Street,  
Maclear  
5480

  
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